Fort Riley Facility
Operations and Maintenance Information

The following information is intended to help new facility owners set up and maintain their facility.

Quick Reference

Repair & Upkeep (R&U) Unit Representatives: R&U/Self Help certification classes are conducted by Public Works in Bldg 307, 239-3757.

R&U Self Help Items: Self-help supplies can be picked up by the R&U in limited quantities from Public Works in Bldg 372. POC is the Issue Section of the Operations & Maintenance Division Operations Center, 239-8205/8206.

Service Order: A service order should be submitted when something in your facility is broken or has stopped working and needs repaired. Service orders are called in to the Public Works Service Order Desk, 239-0900. Emergency service orders can be called in by anyone; all other service orders must be submitted by the R&U for the facility.

Work Order: A work order (DA 4283) is required for new work**.** Work orders are submitted to Public Works Work Reception Desk in Bldg 372. POC is the Work Receptionist, 239-3690, or Work Control, 239-0005.

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Signage: A work order (DA 4283) is required for signage**.** Work orders are submitted to Public Works Work Reception Desk in Bldg 372. POC is the Work Receptionist, 239-3690, or Work Control, 239-0005. NOTE: Painting parking spots on curbs is not authorized. Units can be charged to have the paint removed.

Preventive Maintenance: Public Works employees will perform regularly scheduled maintenance of heating and air conditioning units, Monaco fire alarm systems, and other mechanical equipment in your facilities.

Grass Mowing: Most grass mowing is done by Public Works employees and contractors. Contact the Public Works Quality Assurance Branch, 239-8478, to determine what you are responsible for mowing around your facility.

Snow and Ice removal: Occupants are responsible for snow and ice removal on all walkways around their facilities. Requests for ice melt must be submitted on a work order (DA 4283) to Public Works Bldg 372. POC is the Work Receptionist, 239-3690.

Dumpsters: POC for additional dumpsters is Public Works Engineering Services Division Inspection Branch, 239-6274.

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Motor Pool Air Systems: Public Works maintains the air compressor and lines to the quick couplers only. All air pressure gauges, air filters, lubricators, and regulators must be purchased and maintained by the tenant organization for all motor pools. POC is Public Works Quality Assurance Branch, 239-8478.

Washers & Dryers: POC for laundry facilities in barracks buildings is Public Works Engineering Services Division Inspection Branch, 239-6274. For repairs call 239-2727.

FMO (Barracks) Furnishings: Public Works manages barracks and day room furnishings. Unit Commanders must maintain 100% accountability and conduct inventories of FMO Furnishings in accordance with AR 725-5. POC is Public Works Furnishings Office, 239-2864.

Ice Machines: Ice machines in the dining facilities are repaired by PW O&M, Service Order Desk 239-0900. Ice machines that are in the barracks and SCB's are repaired by Public Works Furnishing Office, 239-2864

ICPBO (Office) Furnishings: Contact 239-3555.

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Safes: To have a safe combination changed contact DOL at 239-4100**.**

Solvent Tanks: Solvent tanks are leased from a contractor by Public Works Environmental Division. The tanks will transfer with the facility, 239-3515

Oil- Water Separator Maintenance: Oil/ Water Separator Maintenance are coordinated through Public Works Work Orders (DA 4283), 239-3690.

Arms Rooms: Units are responsible for coordinating with PMO to activate / deactivate the ICIDS. POC is DES, 239-6342. To have the combination changed on the vault door, call the Public Works service order desk at 239-0900.

Barracks Phone: Barracks phone service is provided by Embarq, 1-800-788-3500.

Cable Television: Cable service is provided by Allegiance Cable to individual rooms, 784-2020. For Soldier Community Buildings (dayrooms), cable is provided by MWR, 239-2369.

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Office Phone, NIPRnet, SIPRnet. Unit IMO submits work orders via Remedy to DOIM. Work orders include items such as installing new phone line, moving existing phone numbers, installing additional LAN drops, and activating existing LAN drops. POC is DOIM Helpdesk, 239-3646. For new work above and beyond the current capacity of the building, POC is DOIM Planner, 239-2152.

Mail Room: All unit mail rooms must be inspected and certified by DOIM. POC is Installation Postal Officer, 239-2228.

Vending Machines: POC is AAFES, 784-2226/2640.

Unit Fire Marshal: Every unit is required to have one fire marshal per Brigade, Battalion, Company, Troop, Battery, Ref: FR 420-4. POC is DES, 239-4258

Key Control: Building occupants are required to maintain 100% positive key control to include mail box keys. You are responsible for submitting a Statement of Charges or Financial Liability Investigation of Property Loss for any lost keys. POC is the Public Works Real Property Office, 239-3861.

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Requests for Additional Keys: Additional keys are requested through the Public Works Real Property Office. Call 239-3861 for a copy of the required format for the request.

Hand Receipt Holder Changes: To transfer responsibility for the facility to a new hand receipt holder (i.e., when the unit deploys or S4 changes), the POC is the Public Works Real Property Office, 239-3861.

Mechanical Rooms / Hub Rooms: Only authorized personnel are allowed to enter a mechanical / Hub rooms. Units are not authorized access to the mechanical rooms, Hub, Switch rooms.

Copiers: Konica Minolta copiers cannot be moved unless approved / coordinated by the Contracting Officer Representative for the Installation copier contract. All moves need prior coordination with the COR at least two weeks prior to move. These are leased copiers and do not belong to the units on Fort Riley. Due to the limited supply of office copiers under this contract, copiers must be shared to the fullest extent possible. Copier moves can only be conducted by Konica Minolta IAW copier contract. POC is DOIM, Copier Management, 239-2135.

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ARMP: Army Recreation Machine Program; Barracks internet; POC is (785) 207-7091.

Recycle: To request or inquires into re-cycle contact the Public Works Environmental Division, Recycle Center, 239-8686.